AZDash Administrative Point of View
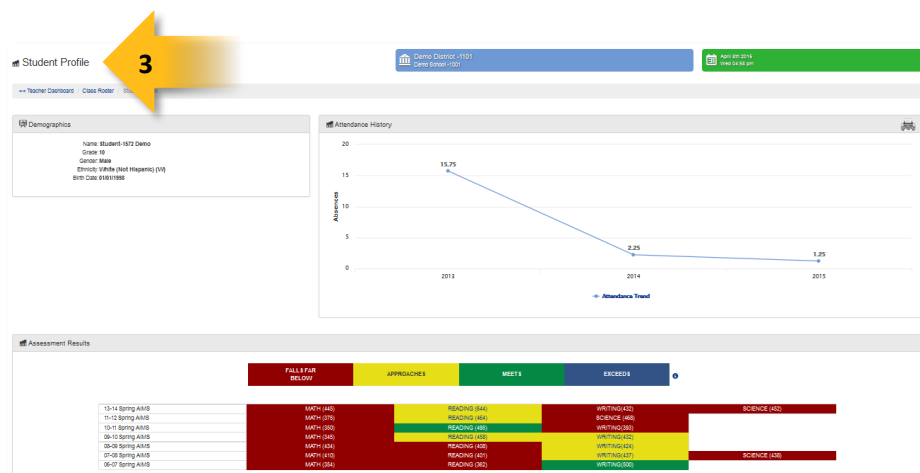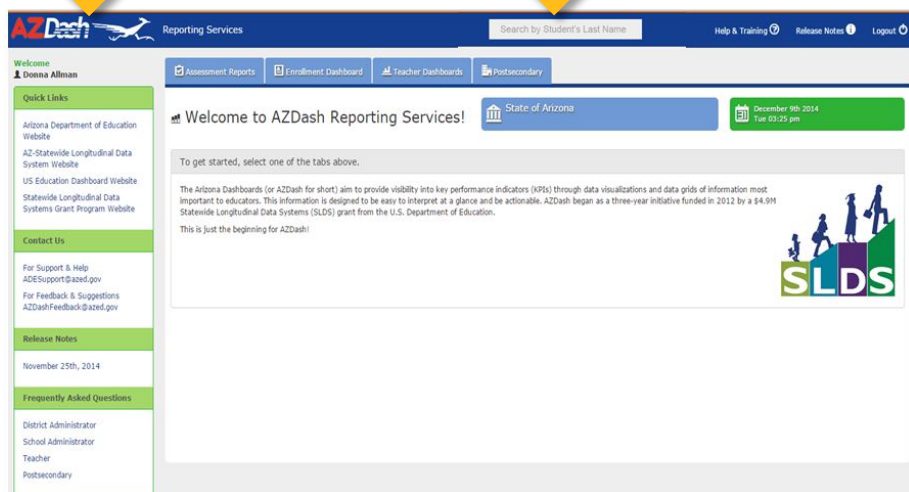
This Quick Reference Guide will provide an overview of the Administrative Dashboard and Teacher Dashboards.

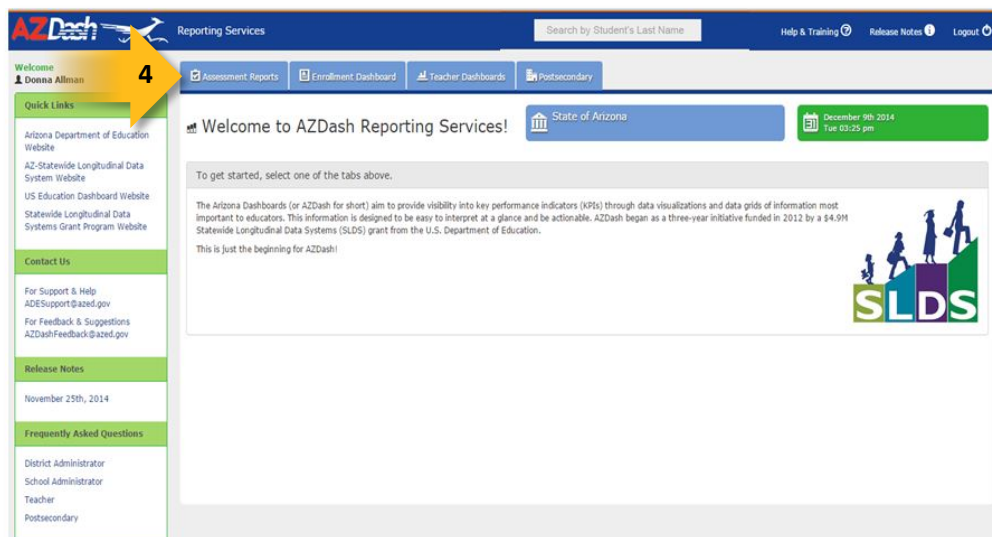**Below are a few steps to help you get started.**

1. This is the District landing page in AZDash.

2. Type the student's last name, to view the **Student Profile**.
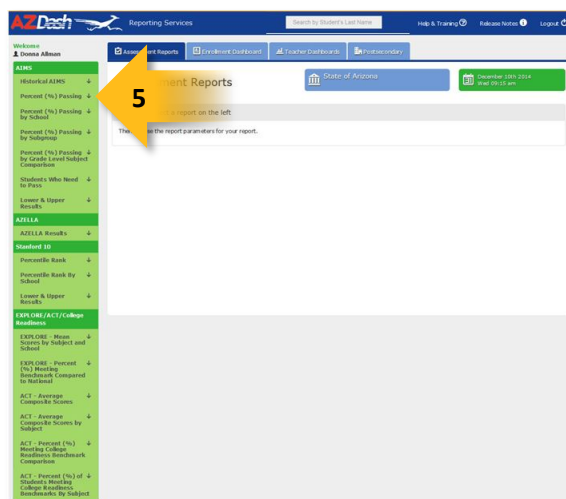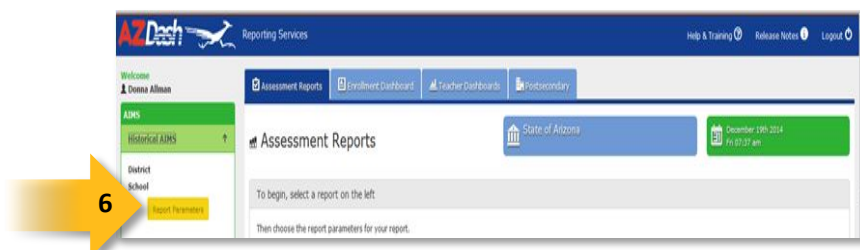
3. View the **Student Profile.**

4. Click the **Assessment Reports** tab to view available reports.

5. Select the arrow next to the Report to view.

6. Select the Report Parameters.

Historical AIMS Report - Report Parameters

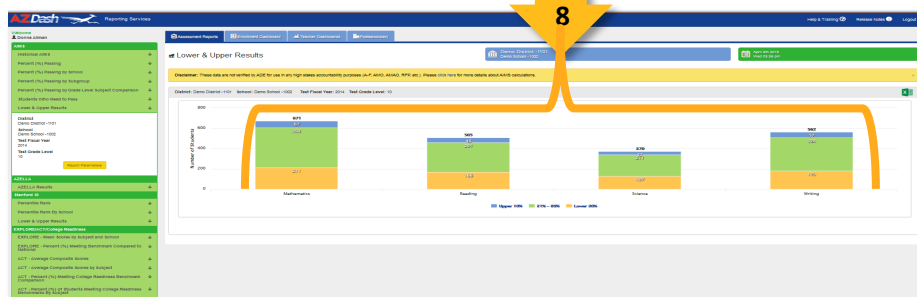7. Complete the **Report Parameters** then select **Get Report**.

To view the **DISTRICT's** report, select your district.
To view a **SCHOOL's** report, select a school.
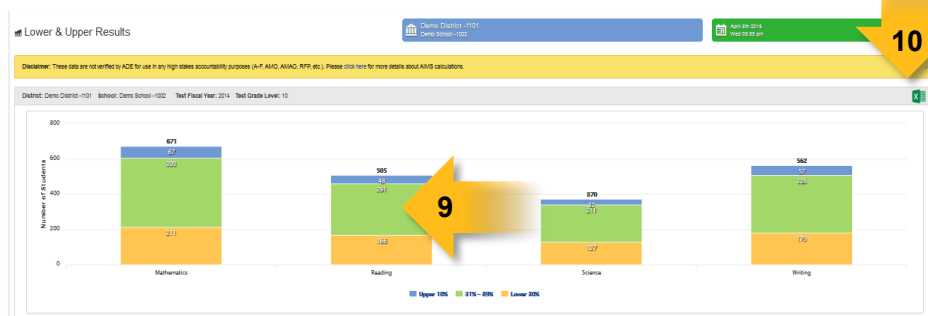
District:

Select

School:

Cancel   **7**   Get Report

8. View the **Lower and Upper AIMS Results** report.

9. To view the student details, select the bar in the graph you would like to view.

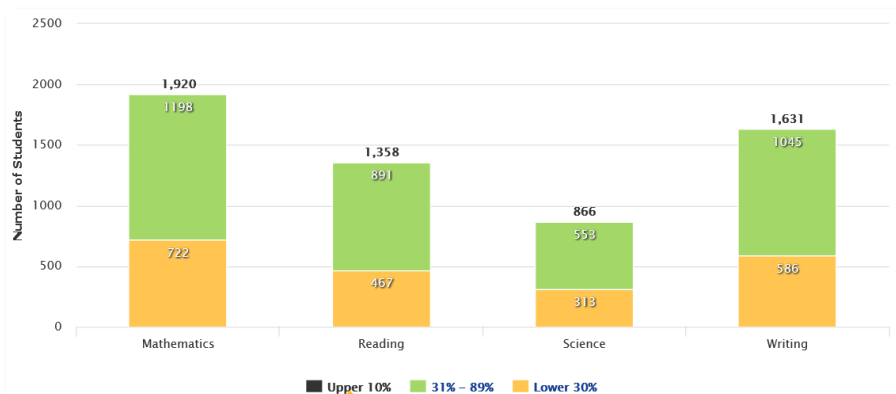10. Click on the Excel icon to export the data in the graph to Excel.

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11. Click on the ranking to collapse that portion of the bar. (Note: If you click it again it will reappear.)

12. Click on the portion of bar to view the student that in that ranking.

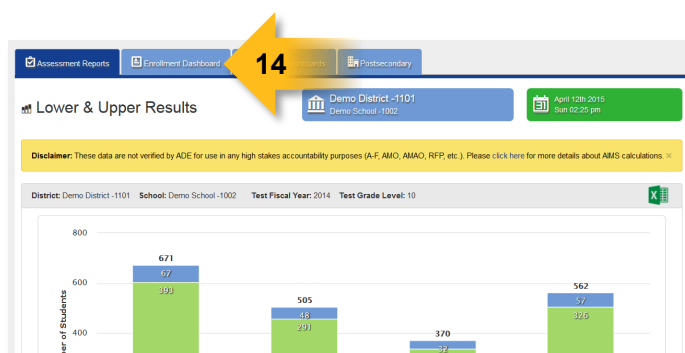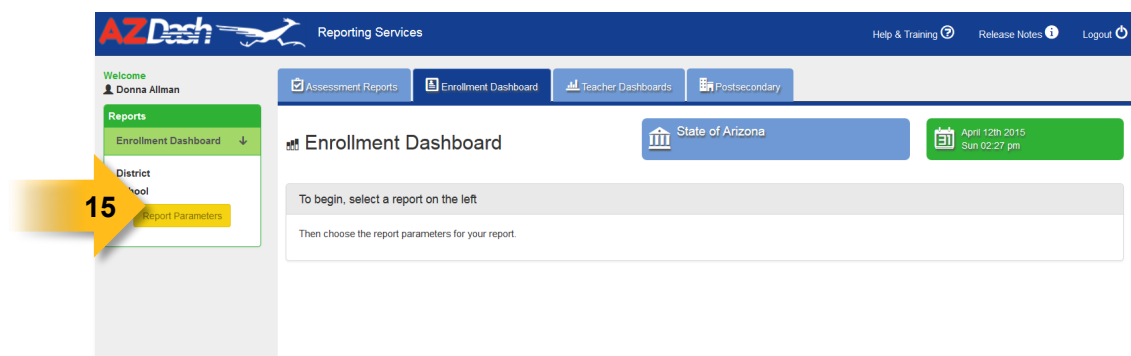13. Click on the Excel icon to export the data in the table into an Excel spreadsheet.

14. Click on the Enrollment Tab to view the enrollment.

15. Click Report Parameters.

16. Select the report parameter.

17. Click Get Report.
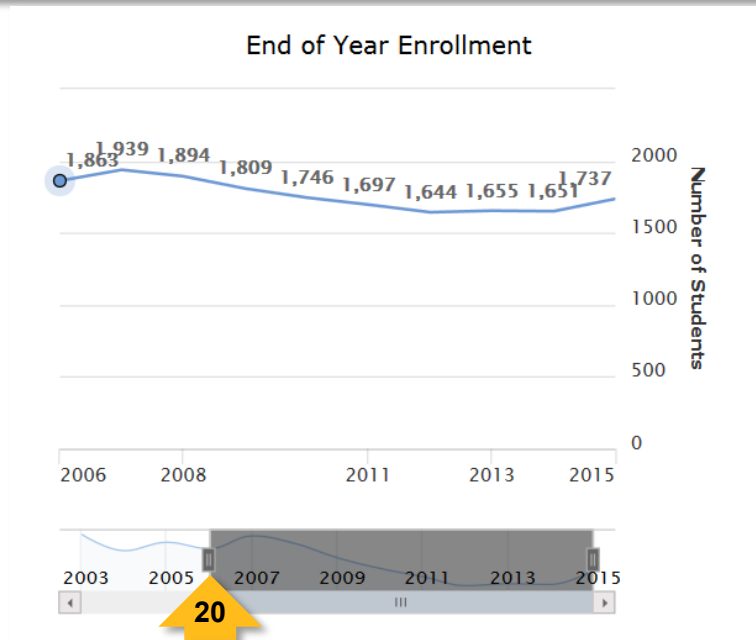
18. View the Enrollment Dashboard.

19. Click the ▯.

20. Move the ▯ to the left to expand the data displayed on the graph.
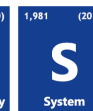
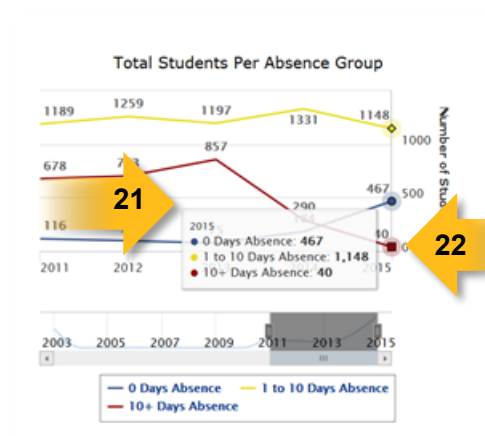21. Hover over the Absence graph to view student detail.

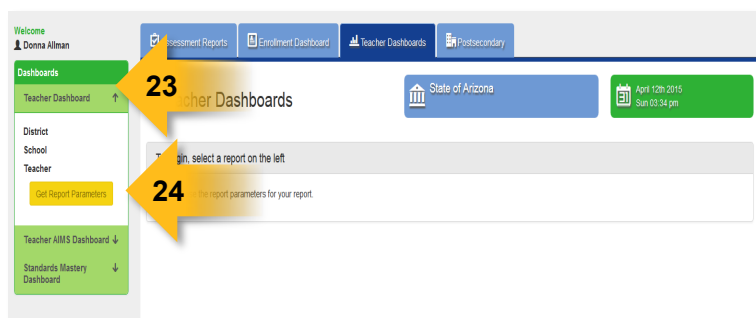22. Click on the 10 + Days Absence to view the student names.

23. From the left-hand pane select Teacher AIMS Dashboard to view class rosters by AIMS scale score range or the Teacher Dashboard to view class roster by student needs and longitudinal AIMS results.

24. Click on Get Report Parameters.

25. Complete the Report Parameters.
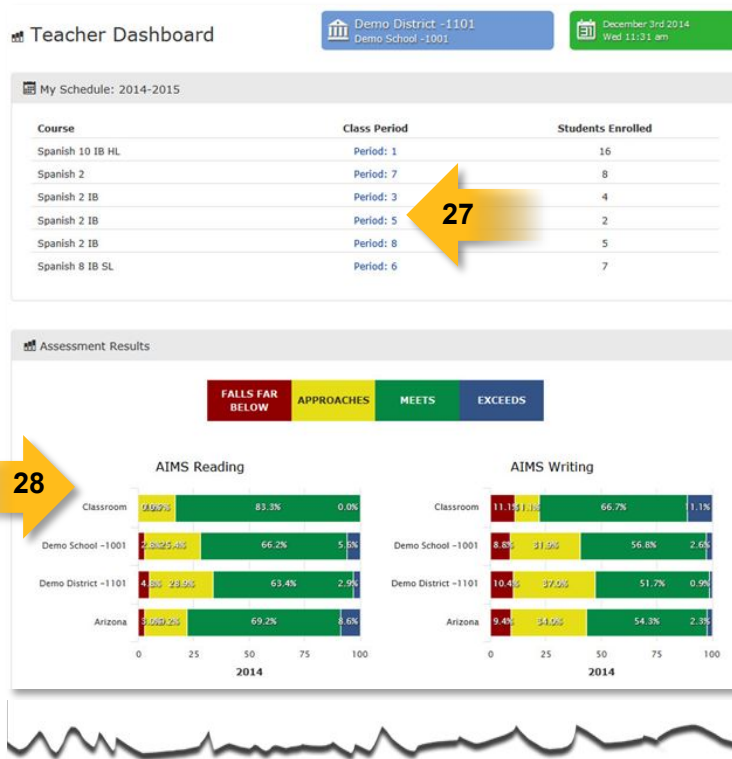
26. Click Get Report.

27. To view AIMS longitudinal scores by class, click a Class Period. (Note: When the cursor changes to a hand. This indicates more information is available.)

28. View the class achievement in assessment results compared to the school, district, and state.

29. To sort the **Class Roster**, click on the up/down arrows or caret right of the column heading you want to sort by.

30. To view and/or export the **AIMS Scale Score and Performance Levels** document, click on the tooltip icon.

31. To download the **Class Roster** into an Excel document, click on the Excel icon.

32. To view the strand and concept level details, click on a scale score.

33. View the **Student AIMS Profile** by strand and concept.

34. To export the AIMS results data, click on the Excel icon.

35. To print the **AIMS results,** click on the printer icon.

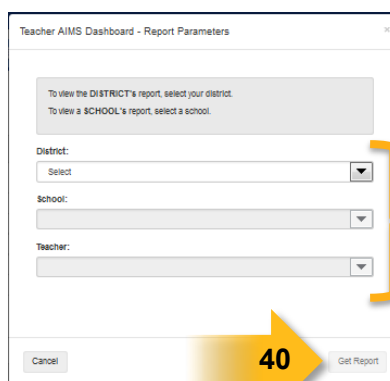36. Click on **Class Roster** to navigate back to the class roster.

37. Click the Teacher AIMS Dashboard title.

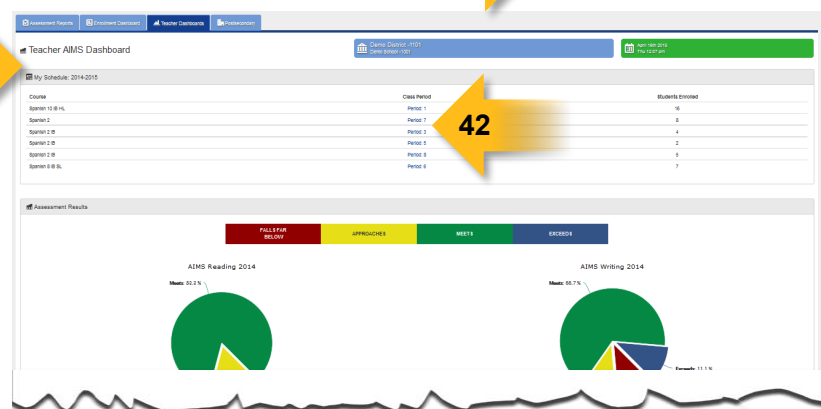38. Click the Get Report Parameters.
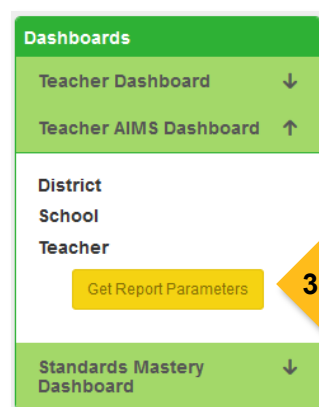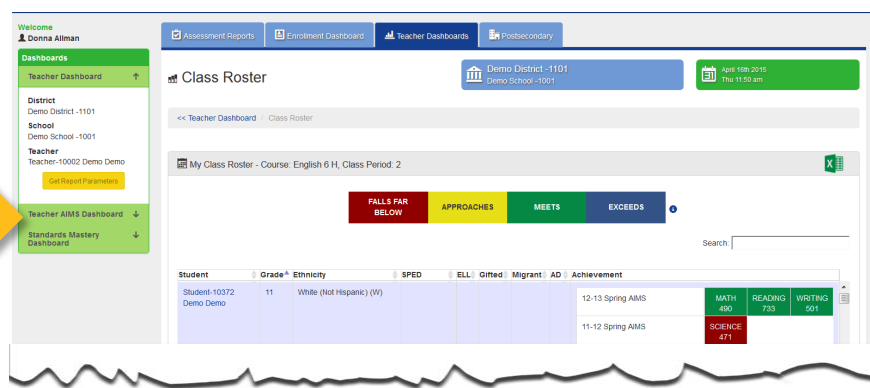
39. Complete the Report Parameters.

40. Click "**Get Report**".

41. View the Teacher AIMS Dashboard landing page.

42. Click on a Class Period to view the Class Roster.

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43. View the AIMS Class Roster.

44. Click the print icon to print the AIMS Class roster.

45. Click the Excel icon to export the class roster to Excel.

46. Click the student's name to view the Student Profile.

47. Click the subject assessment score to view the strand and concept.